

~~SECRET~~

8 March 1963

CONFIDENTIAL

MEMORANDUM FOR: Deputy Comptroller

SUBJECT : Communications Costs - Telegrams and Telephone

1. On several occasions we have found it necessary to discuss with various Agency personnel problems in connection with telegraph and telephone bills.

2. The telegraph problems are in the areas of (a) which telegrams are personal with the charges to be collected from the individual and (b) the acceptance of collect telegrams. We have sent you examples of (a). A recent example of (b) is a series of telegrams similar to attachment A. As a result of our inquiries on two previous collect telegrams from [] the Signal Center issued attachment B. In two months the same [] sent four collect telegrams at a total cost of \$27.84.

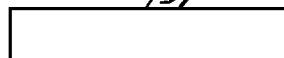
3. We have an even more serious problem of tracking down personal long distance calls made from Agency telephones. Recently, an employee [] ran up a sizeable bill, \$129.86, which the Agency had to collect from his final pay check (this individual was dismissed). This is a case where the person has been caught; the Agency feels sure there have been others. The problem is more serious now because of direct dialing.

4. It is recommended that:

a. Policies and procedures be established concerning:

- (1) The use of Agency facilities (telephone and telegraph) for personal matters in emergencies, including arrangements for paying the costs.
- (2) The acceptance of collect telegrams and telephone calls.

b. The proper authorities issue periodic notices about the use of communication facilities for personal business and the penalties involved. I feel that possibly a little Agency publicity on dismissals (without using names) would be of benefit.



GROUP 1
Excluded from automatic
downgrading and
declassification

25X1A9A

Attachments (2)

Orig + atts ret'd to [] w/ note - "It seems we have done all we can"

Do you agree?